



Job Opportunity

State Controller's Office

Position: Accountant Trainee

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: March 2, 2007

Final Filing Date: Until filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4179-xxx
Ref 0301.ACT3

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by the Senior Accounting Officer (Supervisor), the Accountant Trainee will learn to perform professional accounting work in the establishment and maintenance of accounts and records, while receiving training regarding the sale of securities pursuant to the Unclaimed Property Law and Regulations (UPL&R). This position will receive close direction in accounting and control procedures established by management to ensure the proper release and receipt of stock securities on behalf of claimantes and holders alike. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- In the learning capacity the incumbent will perform the following:
- Analyze and reconcile securities posted in the subsidiary ledgers from the Securities Asset Accounting System (STKS) in order to determine the financial status of securities received in the Bureau of Unclaimed Property (UCP);
- Ensure securities are correctly posted to each subsidiary ledger within the STKS, by learning to compare the Committee on Uniform Securities Identification Procedures (CUSIP) numbers on accounting records;
- Obtain the correct value of each security posted in the security subsidiary ledgers;
- Review, reconcile, and analyze each security fiscal transaction, that have been approved for payment on the Unclaimed Property System (UPS);
- Verify the number of securities received and the number of shares applicable to the individual claim for payment;
- Identify errors and to obtain data for corrections;
- Research the Internet to determine the past activities and current status of each security posted to the



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securities account on the UPS and STKS;

- Resolve problems received from claimants regarding stock approved for payment;
- Develop skills to communicate with claimants, holders, transfer agents, and security brokers regarding compliance with the UPL&R;
- Identify problems that may arise, as a result of the encumbrance/sale of certificates for payment of stock accounts, and/or records;
- Review and research securities for the preparation of weekly, monthly, and annual statistical and financial reports in the Security Analysis Section.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference 051-550-4179-XXX, 0301.ACT3. (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).